DECEMBER 1ST IDEA FEDERAL STUDENT DATA REPORT
VALIDATION RULES

* = Required Field   = New/Change

NOTE: Only a .txt (text) file, that is caret (^) delimited, will be accepted for file upload. The final file must include every student as of December 1.

Field–Description / Rules

1. ***Current Year:** 2005 **=** School Year 2004-2005, for data reported on 12/01/2004. Enter as four digit year.

2. ***Public Agency of Responsibility (FAPE Agency):** Must be a valid **four digit numeric code** (with leading zeros, if necessary) assigned by the Department of Public Instruction to identify the public agency responsible for the free appropriate public education (FAPE) for the student, generally the district of residence.
    NOTE: Only the records for the agency signed on to the system will be allowed for their data file. No records will be allowed from another public agency.

3. ***Student Identification Code**: 11 digit code–composed of the **first two letters of the student's last name** (use CAPITOL LETTERS), the birth date (without slashes-entered as MMDDYYYY), and gender (using either M or F).
    Birth date: Months: 01 – 12; Days: 01 – 31; Years: 1978 – Present Year
    Must be a valid date, i.e. no June 31st, Feb. 29-when not a leap year, etc.
    Gender: Valid codes are M (male) or F (female).

4. ***Tiebreaker:** Two digit numeric tiebreaker code, beginning with 01 (no 00).
    Valid values are in the range 01 – 99. Default value is 01. No two ID codes within a district within a year can be the same. DPI will automatically assign a TB when a student is entered online.

5. ***Student Last Name**: Legal, given name only. Alpha characters only, no commas, no punctuation, no spaces, and no apostrophes – only the hyphen(-) may be used for hyphenated last names.

6. ***Student First Name**: Legal, given name only. Alpha characters only, no commas, no punctuation, no spaces, and no apostrophes – only the hyphen(-) may be used for hyphenated names.

7. **Student Middle Name/Initial**: Alpha characters only, no commas, no punctuation, no spaces, and no apostrophes – only the hyphen(-) may be used for hyphenated names.

8. **Student Suffix**: Field should be used for Jr, III, etc.

9. **Former Name Field**: In case of name change, enter former name. Field may also be used for nicknames, etc.

10. *** Student Birth Date:** Composed of eight digits with no slashes or dashes, etc. In the format MMDDYYYY (month, day, year). Birth date must match the date in the Student ID. If it doesn't, a new record, with a new student ID must be entered.

11. ***Student Gender:** One character code for student's gender. **M =** MALE   **F =** FEMALE
    Gender must match gender in Student ID. If it doesn't a new record, with a new Student ID must be entered.

12. ***Race**: Must be one of the assigned codes: **H** = Hispanic, **A** = Asian/Pacific,
    I = American Indian/Alaskan, **B** = Black, **W** = White

13. **Social Security Number**: Nine digits, numeric only.

14. ***Grade:** Must be a valid two character grade code: PK, K3, K4, KG, 01 – 12.
    **PK = Includes: Special Education for Birth through Age 2, Early Childhood Special Education-
        Age 3, Early Childhood Special Education-Age 4, Early Childhood Special Education-
        Age 5, Chapter 1 Preschool, and Head Start**

PK = Pre-Kindergarten	01 = Grade 1	07 = Grade 7
K3 = 3 Year Old Kindergarten	02 = Grade 2	08 = Grade 8
K4 = 4 Year Old Kindergarten	03 = Grade 3	09 = Grade 9
KG = Kindergarten	04 = Grade 4	10 = Grade 10
	05 = Grade 5	11 = Grade 11
	06 = Grade 6	12 = Grade 12

    NOTE: For Grades 1 – 12, student age should fall within the age/grade range.
        Examples: Grade 1 can be age 5 through 7, etc.
                Grade 2 can be age 6 through 8, etc.

15. ***Primary Disability Code:** Primary Disability under which student will be counted. Must use
    one of the approved codes: **CD, H, SL, V, EBD, OI, OHI, LD, A, TBI, DB, SDD, and SLD**
    a. No disability can be used as both primary and secondary.
    b. SDD can ONLY be primary. SDD CANNOT be used as a Secondary Disability and no other
       secondary disabilities can be chosen.
    c. SDD can only be used for students who are age 3, 4, or 5 or for students age 6 whose 6th birth
       date falls between September 1 and December 1.
    d. CD and LD cannot be used together as primary and secondary disability.
    e. SL as a primary or secondary disability cannot be used in conjunction with SL as a related
       service.
    f. ED will not be accepted after 2001. **EBD** has replaced ED as both primary and secondary
       disability codes.
    g. If Primary Disability is coded as **SLD, it is converted to LD**.
    h. If Related Service is ORM, then Primary or Secondary Disability must be V, DB, or SDD.

16-26. **Secondary Disability: Y= Yes or N=No**
    a. No disability can be used as both primary and secondary.
    b. SDD can ONLY be primary. SDD CANNOT be used as a Secondary Disability and no other
       secondary disabilities can be chosen.
    c. CD and LD cannot be used together as primary and secondary disability.
    d. SL as a primary or secondary disability cannot be used in conjunction with SL as a related
       service.

27. ***Educational Environment Code:** Valid Educational Environment codes are one digit alpha
    codes in the following three alpha ranges: A – G, I – J, L – R.

    Valid Educational Environment codes:
        A = Ages 6-21: 0-20% removed from non-disabled peers
        B = Ages 6-21: 21-60% removed from non-disabled peers
        C = Ages 6-21: More than 60% removed from non-disabled peers
        D = Ages 6-21: Public separate school
        E = Ages 6-21: Private separate school
        F = Ages 6-21: Public residential facility
        G = Ages 6-21: Private residential facility

I = Ages 6-21: Hospital
J = Ages 6-21: Homebound
L = Ages 3-5: Early childhood-general setting
M = Ages 3-5: Early childhood special education setting
N = Ages 3-5: Home
O = Ages 3-5: 3 Hours or Less outside the home
P = Ages 3-5: Part-time early childhood/part-time early childhood special education setting
Q = Ages 3-5: Residential facility
R = Ages 3-5: Separate school

PHYSICAL LOCATION – ED ENVIRONMENT – AGE GRID

	6 & Older or >5									5 & Younger or <6						
	A	**B**	**C**	**D**	**E**	**F**	**G**	**I**	**J**	**L**	**M**	**N**	**O**	**P**	**Q**	**R**
L001	X	X	X	X		X				X	X		X	X	X	X
L002	X	X	X												X	
L004								X							X	
L006	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
L008									X			X				
L010	X	X	X							X	X		X	X		
L012	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
L014	X	X	X		X		X			X	X		X	X	X	X
L016	X	X	X													
L018										X	X	X	X	X		
L020	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
If LEA# =																
6900–6999				X												X
7100						X									X	
7300				X		X									X	

Default Physical Location Code = L001
Exit Code = E then Ed Environment Code = Z

Placement Rules:
Public Placed Public = Yes, then Physical Location Code must be L004, L006, L016, or L020
Public Placed Private = Yes, then Physical Location Code must be L006 or L014
Parent Placed Private = Yes, then Physical Location Code must be L014 with NO PK, K3, or K4 grades
Corrections Placement = Yes, then Physical Location Code must be L010
Public Placed Public, Public Placed Private, AND Parent Placed Private = NO, then Physical Location Codes L006, L014, or L016 cannot be used.

Educational Environment rules:
   a. Ed Environment Codes A–G and I–J may only be used for students age 6 and older.
   b. Ed Environment Codes L–R may only be used for students age 5 and younger.
   c. The Ed Environment Code must be D or R if the attendance agency is in the 6900-6999 range.
   d. The Ed Environment Code must be F or Q if the attendance agency is 7100.
   e. The Ed Environment Code must be D, F, or Q if the attendance agency is 7300.
   f. The Ed Environment Code must be A, B, C, D, F, L, M, O, P, Q, or R if the Physical Location Code is L001.
   g. The Ed Environment Code must be A, B, C, or Q if the Physical Location Code is L002.
   h. The Ed Environment Code must be I or Q if the Physical Location Code is L004.

     i.   The Ed Environment Code must be A thru R if the Physical Location Code is L006.

     j.   The Ed Environment Code must be J or N if the Physical Location Code is L008.

    k. The Ed Environment Code must be A, B, C, or L, M, O, P if the Physical Location Code is L010.

    l.   The Ed Environment Code must be A thru R if the Physical Location Code is L012.

   m. The Ed Environment Code must be A, B, C, E, G, L, M, O, P, Q, or R if the Physical Location Code is L014.

    n. The Ed Environment Code must be A, B, or C if the Physical Location Code is L016 and age > 5.

    o. The Ed Environment Code must be L, M, N, O, or P if the Physical Location Code is L018 and age < 6.

    p. The Ed Environment Code must be A thru R if the Physical Location Code is L020.

    q. If Child Count Status is E, then Z is defaulted into the educational environment code.

28-42. Related Services: Y= Yes or N=No
    a. SL cannot be used in conjunction with SL as either a primary or secondary disability.

    b. O&M can only be used when V, DB, or SDD is a disability choice.

Placement Rules *(Fields 43–47)*:

Questions 1-5 on Student Information Data Entry/Edit Form: Default should be set to "N".

43. Public Placement in Private School/Facility: Y= Yes or N=No
Question #3: Was this student placed in a private school or facility for special education by this FAPE agency?

    a. If Yes, physical location must be L006 or L014.

    b. If Yes, *Public Placed Public AND Parent Placed Private* must be No.

44. Public Placement in Public Facility: Y= Yes or N=No
Question #4: Was this student placed in a public school or facility for special education (DHFS, etc.) by this FAPE agency?

    a. If Yes, physical location must be L004, L006, L016, or L020.

    b. If Yes, *Public Placed Private AND Parent Placed Private* must be No.

45. Parent Placement in Private School: Y= Yes or N=No
Question #5: Was this student placed in a private school by his/her parents, but is receiving public special education?

    a. If Yes, physical location must be L014, with NO PK, K3, or K4 grades.

    b. If Yes, *# Public Placed Private AND Public Placed Public* must be No.

NOTE: *Public Placed Public, Public Placed Private,* **AND** *Parent Placed Private* = only one at a time can be answered **Yes**.

46. Corrections Placement: Y= Yes or N=No
Question #1: Is this student receiving special education services in a facility where student offenders are placed through a judicial proceeding, including short-term detention facilities (community based or residential), state or county corrections?

    a. If Yes, the Physical Location Code must be L010.

    b. If FAPE Agency is DOC (7000), then the Physical Location Code would be L001.

47. Open Enrollment: Y= Yes or N=No
Question #2: Is this a non-resident student being served in your district under open enrollment?

    • If Yes, the attendance agency must match the FAPE.

48. ***Child Count Status Code**: Required – Must be one of the approved codes: C, E, N, or I.
    Valid Status Codes:
    - C = Eligible for IDEA Child **Count**
    - E = Student has **Exited** special education since the last child count.
    - N = Student has an impairment, but **Not** eligible for IDEA child count.
    - I = **Invalid** Student ID – Used ONLY when another Student ID code replaces this one.
    a. If the status is C, the student must be ages 3-21.
    b. If the status is E, the Reason Student Exited Code must be selected AND the Reason Student Exited Code CANNOT be Z99.
    c. If student age is less than 3, Child Count Status Code must be N.
    d. If the status is I, there must be a valid record, for the student with a Child Count Status Code of C, E or N.

49. **Reason Student Exited from Special Education Code:** Required, when Child Count Status Code is E=Exited.

    Valid Exit Codes:
    - A00 = Graduation with diploma - Including GEDO#2
    - B00 = Graduation with certificate - Including GEDO#1
    - C00 = Reached maximum age
    - Dropped out:
        - D01 = Dropped Out
        - D02 = Expulsion (no services)
        - D03 = Runaways
        - D07 = Unknown
    - E00 = Deceased
    - Returned to Regular Education:
        - F02 = Returned to Regular Education – No Longer Eligible
        - F03 = Home Schooled
        - F07 = Private Schools
        - F09 = Preschooler removed by parent
    - Moved, Known to be Continuing in Education:
        - G01 = Moved, Known to be Continuing in Another Agency, enter district number
        - G02 = Transferred Out of State
        - G04 = Treatment Facility
        - G05 = Correctional Facility
        - G06 = Other (Specify)
        - G07 = Moved to unified high school
        - G08 = Resident, open enrolled in another district, enter district number

    Exit Code Rules:
    a. If Exit Reason code = A00, student age must be 17 or older.
    b. If Exit Reason code = B00, student age must be 17 or older.
    c. If Exit Reason code = C00, student cannot be less than 21.
    d. If Exit Reason code = D01, student age must be 15 or older.
    e. If Exit Reason code = D07, student age must be 14 or younger.
    f. If Exit Reason code = F09, student age must be 5 or younger.
    g. If Exit Reason code = G01 or G08, then valid Agency Number for Students Known to be Continuing must be entered.
    h. If Exit Reason code = G06, they must fill in exit basis.
    i. If Exit Reason code = G07, then the grade must be 09.

50. **Agency Number for Students Known to be Continuing in Another Public Agency**: Required when Reason Student Exited Code is G01 or G08. Must be **a four digit numeric code** with leading zeros, if necessary. A valid LEA code for the year must be entered.

51. **Exit Basis**: Required when Reason Student Exited Code is G06. Specify the reason for exit – 30 characters or less are accepted.

52. ***Agency (District Number) Where Enrolled:** The Public Agency where this student is enrolled. Defaults to the Public Agency of Responsibility (FAPE Agency) number. Must be a valid **four digit numeric code** with leading zeros, if necessary. Must be a valid LEA code for the year.

53. ***Attendance Agency School Number:** Must be a valid **four digit numeric code** (with leading zeros, if necessary) assigned by the Department of Public Instruction to identify the school assigned administrative responsibility for reporting a student's enrollment data. DHFS and DOC use the DPI assigned code for the facility. See the Enrollment Report Data Definitions for more information on school number.

54. ***Physical Location Code of Education Program:** Physical Location Code where the majority of the student's educational program is provided. Default Physical Location Code is L001.
    Valid Physical Location Codes:
    L001 = Public school as identified by the agency/school in fields #52 and #53
    L002 = RCC – residential care center
    L004 = Hospital
    L006 = Out of State
    L008 = Home
    L010 = County corrections
    L012 = Alternative/Neutral Site
    L014 = Private School (not a RCC)
    L016 = Vocational/Technical School
    L018 = Head Start/Day Care Facility
    L020 = Other

    NOTE: See *Physical Location Code–Ed Environment Code–Age Grid* on page 3.

ERROR! message: **This message requires correction before data can be submitted.**

WARNING! message: This message does not require correction but does require your attention for verification of data.